



ALABAMA BOARD OF COSMETOLOGY AND BARBERING

RSA Union Building, 100 N. Union Street, Suite 324

P. O. Box 301750

Montgomery, AL 36130-1750

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APPLICATION TO CONDUCT A SCHOOL

*****MUST BE IN BOARD OFFICE AT LEAST 90 DAYS PRIOR TO PROPOSED OPENING DATE***
PLEASE SEND ONE ORIGINAL APPLICATION AND SEVEN COPIES**

Curriculum: Barber Cosmetology Esthetics Manicure Natural Hair Stylist Waxing

Name of Proposed School: _____

Address of Proposed School: _____

Street address

County

City

State

Zip Code

Mailing Address if different: _____

Contact Person: _____ Proposed Opening Date: _____

Telephone numbers (please provide two): _____
area code & phone number area code & phone number

Day School _____ Night School _____ Both _____ Email: _____

Name and home address of school owner(s): _____

If owner is a corporation, state names and address of officers and principle stockholders and the name of the registered agent (use additional page is necessary):

**BY MY SIGNATURE I CERTIFY UNDER PENALTY OF PROSECUTION THAT I AM EITHER A
CITIZEN OF THE UNITED STATES OR LEGALLY PRESENT IN THE UNITED STATES AND
AUTHORIZED TO WORK.**

Signature of Owner

Signature of Owner

Date

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public
My commission expires _____.

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ABOC USE ONLY

Ck# _____ Type _____

Fee _____ LtChg _____ Total _____

ACCT date _____ by _____

Date proc/ret _____ by _____

Notes: _____

Requirements for School Application

1. Descriptive floor plan showing a minimum of 1,200 square feet floor space available for instructional purposes, location of rest rooms for male and female students, location of classroom, shampoo area, dispensary, entrances, exits and names and locations of pieces of equipment to be used in each room.
2. A personal financial statement showing that you have sufficient financial resources with which to provide the necessary facilities and equipment required to operate a school in accordance with the rules and regulations of the Board. Unaudited financial statements are acceptable if prepared by a Certified Public Accountant or an accountant who uses accepted accounting procedures and provides details which assure financial stability. Such personal finances shall be kept confidential.
3. A bond in the sum of \$50,000.00 in favor of the State of Alabama underwritten by a company authorized to do business in Alabama is required to open and maintain a school. *Code of AL 1975, §34-7B-26-1(a)*
4. Sample of student contract agreements and financial forms relating to tuition, grants and scholarships.
5. Furnish and maintain a liability insurance policy for a minimum of five hundred thousand dollars (\$500,000.00) for said school.
6. Attach an inventory of all equipment to be provided and maintained and used in the school.
7. List the names, addresses and license numbers of instructors to be hired. A minimum of one licensed instructor and one licensed on-call instructor is required for up to twenty students.
8. Approval by the city zoning board for school. If city is not zoned, a statement to this effect must be completed and signed by city or county authorities.
9. A license fee in the amount of \$300.00 in the form of a cashier's check or money order made payable to the Alabama Board of Cosmetology and Barbering.
10. A copy of each owner's current driver's license and Social Security card and each owner's E-mail address.
11. A copy of the school's city and/or county business license.

School Performance Bond

Know All Men by These Presents that we _____ are held and firmly bound unto the State of Alabama in the Sum of Fifty Thousand and no/100 Dollars (\$50,000) for the payment of which well and truly to be made, we do bind ourselves, our heirs, executors, administrators or assigns jointly and severally firmly by these presents. The right of exemption under the constitution and laws of the State of Alabama is hereby waived.

Witness our hand and seal this _____ day of _____, 20____.

The condition of the foregoing obligation is such, that whereas the said _____ is engaged in the business of operating a school in the State of Alabama and as such, collects tuition from students attending said school to pay for the courses being taught in said school:

Whereas, we do agree in the event said school is discontinued to refund said students the pro rata amount of tuition paid to, but not earned by said school.

Now, therefore, if the said _____ shall well and truly and faithfully discharge and perform all the duties hereinabove set out and shall refund all monies as hereinabove set out, then this obligation shall be null and void; otherwise, to remain in full force and effect.

It is mutually agreed and understood between all parties hereto, that if the surety shall so elect, this bond may be cancelled and discontinued by giving sixty (60) days notice in writing to the Board of Cosmetology and Barbering of Alabama, and this bond shall be deemed cancelled at the expiration of said sixty (60) days, that said surety remaining liable for all or any act or acts covered by this bond, which may have been committed by the principal up to the date of cancellation, under the terms, conditions and provisions of this bond.

Witness our hands and seals, this _____ day of _____, 20____.

_____ (L.S.)

_____ (L. S.)

_____ (L.S.)

Taken and approved, this _____ day of _____, 20____.

Licensed Resident Agent

Instructor Affidavit

I, _____, hereby certify that I hold an Instructor's license, Record

ID# _____ for the license period _____ and will be the Instructor in

_____ and will be on duty in

Name of School _____

this school as:

_____ Full Time (present at the school when open for business) OR

_____ On-Call

If Instructor for night classes, please check here _____.

I further certify that I accepted this position in this school and in this capacity on the _____ day of _____, 20____.

Signature of Instructor

Signature of Owner or Agent of Corporation
